You can now access the Campaign Finance Report forms online using the eFiling application via the City of El Paso Portal. To access the forms electronically please proceed through the following steps.
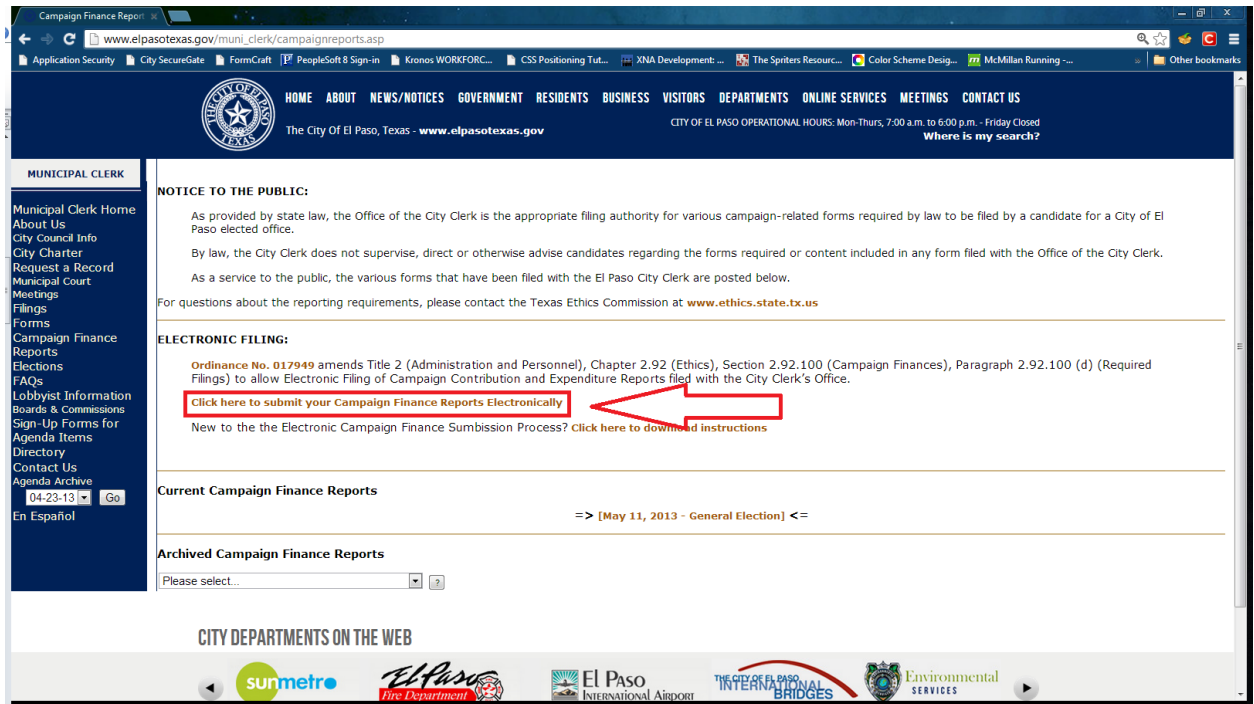

Figure 1 - City of El Paso Web Site - Campaign Finance Reports

After clicking on the link marked with the red box in Figure 1 you should see the screen in Figure 2.
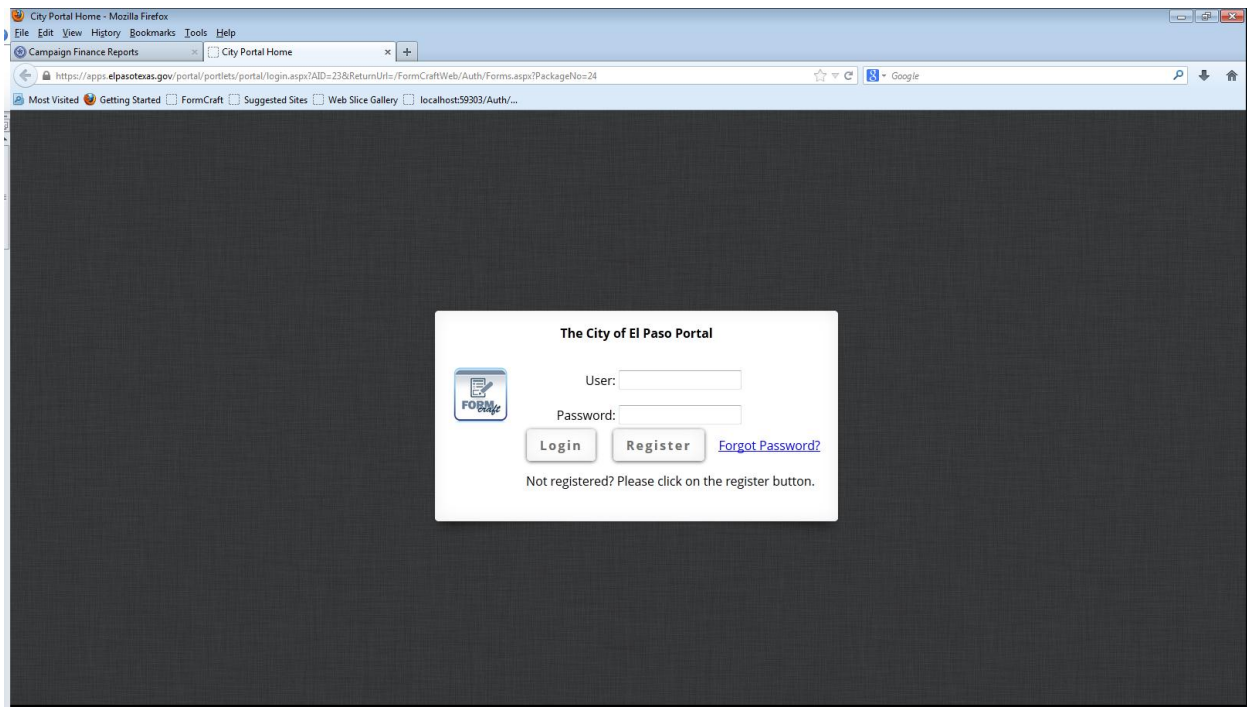
Figure 2 - Login Page for the City's Portal Website

If you are a city employee you can login by entering your Windows login credentials similar to what is shown in Figure 3.
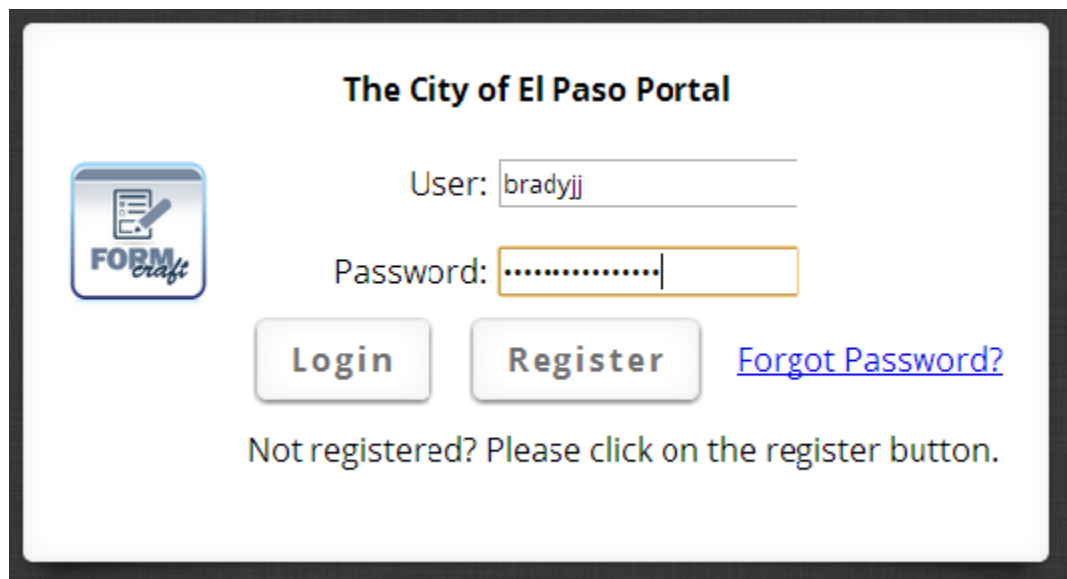

Figure 3 - Example of login for city portal.

If you are not a city employee you can register with the City's Portal site by clicking on the Register button and then filling out the fields as seen in Figure 4.

Figure 4 - Portal Account Registration Screen Remember to Keep Track of Your Password After Account Creation

After filling out the registration form in Figure 4 click the "Register" button to proceed. Then click the "Click here to continue" link as shown in Figure 5.
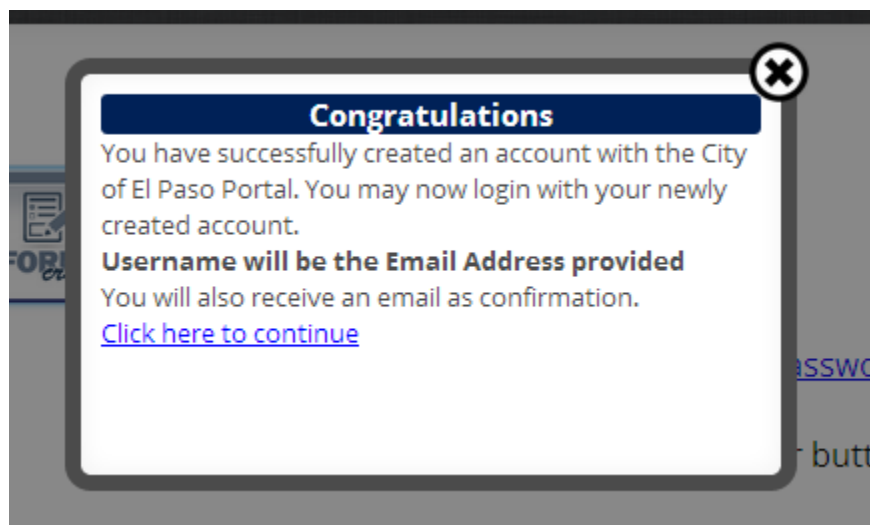

Figure 5 - Registration Successful Screen

Form Name:
Campaign Finance Report 30 Days Before May 11th Election

Description:
Campaign Finance form to be filled out by candidates 30 days prior to the May 11 Election

Status:
NOT STARTED

Due Date:
Apr 11 2013

Form Expiration Date:
May 12 2013

Form Name:
Campaign Finance Report 8 Days Before May 11th Election

Description:
Campaign Finance form to be filled out by candidates 8 days prior to the for the May 11th Election

Status:
NOT STARTED

Due Date:
May 3 2013

Form Expiration Date:
May 12 2013

Form Name:
Campaign Finance Report FINAL for May 11th Election

Description:
The FINAL Campaign Finance form to be filled out by candidates for the May 11th Election

Status:
NOT STARTED

Due Date:
May 11 2013

Form Expiration Date:
May 12 2013

Form Name:
Campaign Finance Report 15th Day After Campaign Treasurer Appointment

Description:
Campaign Finance form to be filled out by the campaign treasurer 15 days after their apointment

Status:
NOT STARTED

Due Date:
May 11 2013

Form Expiration Date:
May 12 2013

Figure 6 – eFiling for Campaign Finance Form

eFiling is an application that allows citizens to fill out forms online electronically. To do this select the campaign finance form that pertains to you based on the Due Date. For example if you are filling out the campaign finance form that is due 8 days before the May 11th election you would select the second form from the left in Figure 6.

Figure 7 - Form Filling Out Screen

On this screen in Figure 7 you can see the text "Form Title" and the "Current Page" use this to determine the active form and page number. The top part of the screen also includes help documentation (via hyper link) on how to fill out the form and use the e filing system. Click these links for additional information. The row of buttons below the help links allows users to interact with the form by either saving their current progress, submitting the form to the municipal clerk's office, or by going back to view the list of campaign finance reports available. Below these buttons there is the list of page numbers that allow you to navigate to different pages of the form. At the bottom of the screen is the current page of the campaign finance form you are filling out. All of the fields highlighted in yellow allow for user input as shown in Figure 8.

Figure 8 – Page view of the Form

As you enter data on the form make sure you periodically save your work by clicking the "Save" button at the top. This will store the data you have entered and update the "Form Status" to Saved. Some pages have the added functionality to add additional pages. This functionality is available when you see the "Add Page" button as shown in Figure 9.

Figure 9 - Add Page Button

Clicking the "Add Page" button will generate a new page and place it in the list of pages at the top of the screen. The new page number is based on the initial page number. So if you were on page 3 the new page would be added as page 3.1. Once you have completed data entry clicking the "Submit" button will finalize the form and send it to the Municipal Clerk's office. Please note that once a form is submitted changes cannot be made so be sure to review your form for completion once you are ready to submit. Once the form is submitted you will receive an email with a PDF attachment of the completed form and a timestamp of when the form was received by the system. Please keep the attached PDF for your own records.